90 WAYS WE SERVE YOU

1. Schedule Time to Meet for a Strategy Session
2. Prepare Guide & Educational Presentation
3. Meet and Discuss Goals and Non-Negotiables
4. Explain Agency Relationships
5. Discuss Different Types of Financing Options
6. Help Find a Mortgage Lender
7. Obtain Pre-Approval Letter from Lender
8. Provide Resources to Research Crime in Neighborhoods, school ratings, etc.
9. Provide Overview of Current Market Conditions
10. Explain Company's Value
11. Discuss Earnest Money Deposits
12. Explain Home Inspection Process
13. Educate About Local Neighborhoods
14. Discuss Foreclosures & Short Sales
15. Gather Needs & Wants of Next Home
16. Explain School Districts Effect on Home Values
17. Explain Recording Devices During Showings
18. Learn All Goals & Make A Plan
19. Create Internal File for Records
20. Send Homes Within Their Criteria
21. Start Showing Homes as Requested
22. Schedule & Organize All Showings
23. Gather Showing Instructions for Each listing
24. Send Showing Schedule
25. Show Up Early and Prepare First Showing
26. Look for Possible Repair Issues While Showing
27. Gather Feedback After Each Showing
28. Update When New Homes Hit the Market
29. Share Knowledge & Insight About Homes
30. Guide Through Emotional Journey
31. Listen & Learn at Each Showing
32. Keep Records of All Showings
33. Update Listing Agents with Feedback
34. Discuss Homeowner's Associations
35. Estimate Expected Utility Usage Costs
36. Confirm Water Source and Status
37. Discuss Transferable Warranties
38. Explain Property Appraisal Process
39. Discuss Multiple Offer Situations
40. Create Practice Offer to Help Prepare
41. Provide Updated Housing Market Data
42. Inform Showing Activity Weekly
43. Update on Any Price Drops
44. Discuss MLS Data at Showings
45. Find the Right Home
46. Determine Property Inclusions & Exclusions
47. Prepare Sales Contract When Ready
48. Educate on Sales Contract Options
49. Determine Need for Lead-Based Paint Disclosure
50. Explain Home Warranty Options
51. Discuss Loan Objection Deadlines
52. Discuss Loan Objection Deadlines
53. Choose a Closing Date
54. Verify Listing Data Is Correct
55. Review Comps to Determine Value
56. Prepare & Submit Offer to Listing Agent
57. Negotiate Offer with Listing Agent
58. Execute A Sales Contract & Disclosures
59. Once Under Contract, Send to Escrow Company
60. Coordinate Earnest Money Wire Transfer
61. Deliver Copies to Mortgage Lender
62. Obtain Copy of Sellers Disclosures
63. Deliver Copies of Contract/Addendum
64. Obtain A Copy of HOA Bylaws
65. Keep Track of Copies for Office File
66. Coordinate Inspections
67. Meet Home Inspector at The Property
68. Review Home Inspection
69. Negotiate Inspection Objections
70. Get All Agreed Upon Repair Items in Writing
71. Verify any Existing Lease Agreements
72. Check in With Lender To Verify Loan Status
73. Check on the Appraisal Date
74. Negotiate Any Unsatisfactory Appraisal
75. Coordinate Closing Times & Location
76. Make Sure All Documents Are Fully Signed
77. Verify Escrow Company Has Everything Needed
78. Reminder to Schedule Utilities Transfer
79. Make Sure All Parties Are Notified of Closing Time
80. Solve Any Title Problems Before Closing
81. Receive and Review Closing Documents
82. Review Closing Figures
83. Confirm Repairs Have Been Made by Sellers
84. Perform Final Walk-Through
85. Resolve Any Last-Minute Issues
86. Get CDA Signed by Brokerage
87. Attend Closing
88. Provide Home Warranty Paperwork
89. Facilitate Transfer of Keys and Accessories
90. Close Out File

TONY SCARDINA
Assistant Vice President
Security Title Agency | Arrowhead-Bell Center
602.793.4475
tscardina@securitytitle.com

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